

# RECIPROCITY

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Louisiana State Licensing Board for Contractors

LSLBC

Important Information for Out-of-State  
Contractors Seeking Reciprocity in  
Louisiana

# Reciprocity and Examination Endorsement Agreements



An out-of-state contractor may receive credit in Louisiana for approved classifications held with their reciprocal Board without taking the Louisiana trade exam using Reciprocity agreements and examination endorsement agreements.

In addition, these agreements allow a qualified applicant to be exempted from the 60-day waiting period for out-of-state contractors applying for licensure in Louisiana.

Contractors seeking to work in Louisiana based on these agreements must obtain a Louisiana state license before bidding, signing contracts or performing work.

The following information includes:

- an explanation of the reciprocity process
- the verification form
- a map showing the states with which Louisiana has reciprocal agreements
- a chart which indicates the classifications for which a reciprocal candidate can apply.

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## For Out-of-State Contractors Applying in Louisiana Based on Reciprocity or Examination Endorsement Agreements



### The contractor must:

- ✓ **Not** have been sanctioned by the Board of the reciprocal state for the past three years for violations of their contractor licensing laws.
- ✓ Meet all other requirements for licensure by the Louisiana State Licensing Board for Contractors, as follows:
  - a. Submit:
    - an **original** completed, signed and notarized Commercial and/or Residential [application](#), as applicable. The qualifying party must be the same qualifying party as for the reciprocal state. *(If the contractor currently holds a Louisiana license, they will instead need to submit an [Adding a Classification to an Existing License](#) form, and/or an [Adding a Qualifying Party to an Existing License](#) form, and/or an [Application for Qualifying Party](#), as applicable.)*
    - a completed, signed and notarized financial statement.
    - all of the required application, examination, and/or other **fees** as explained on the application(s) and/or form(s).
  - b. Send the “*Request for Verification of License*” form included in this document to the Board for the state in which you are currently licensed. Afterwards, send the completed form or their verification letter to this Board. Please note that some states may choose to send the verification directly to the Louisiana board via email.

### After Applying in Louisiana

Once we have received the application and all required documents and fees, your reciprocity request will be considered by the Board at the next scheduled Board Meeting. If approved by the Board, your Qualifying Party will **NOT** have to take the trade exam, and/or you will be exempted from the 60-day waiting period for out-of-state contractors.

The **Business and Law** exam must be taken and passed by all applicants before the license can be issued. After we receive your application, you will be sent instructions on how to take the exam, which will be taken remotely at your own computer.

FOR MORE  
INFORMATION  
REGARDING  
RECIPROCAL  
REQUESTS FOR  
OUT-OF-STATE  
APPLICATIONS  
FOR A  
LOUISIANA  
LICENSE  
CONTACT:

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State of Louisiana  
**State Licensing Board for Contractors**  
 2525 Quail Drive, Baton Rouge, LA 70808 1-800-256-1392 Fax (225) 765-2362



## REQUEST FOR VERIFICATION OF LICENSE

**Instructions to Applicant:** Complete the information in the section immediately below only and submit this form to the Board for the state in which you are licensed. Then return the original signed copy of this form to the address above, along with the completed Commercial and/or Residential Application.

### TO BE FILLED OUT BY APPLICANT

<b>Company Name/Individual Name:</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Telephone #:</b>	<b>Fax #:</b>	<b>E-Mail Address:</b>	
<b>Name of Contact:</b>			

### VERIFICATION OF LICENSE

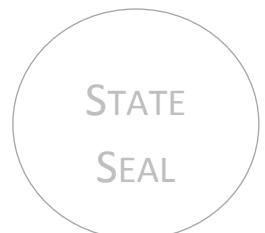
**Instructions for Verifying State:** The above named applicant has submitted an application for a contractor's license with this Board. Please complete the following and return this form to the applicant. If additional space is needed, please use additional pages.

<b>Company/Individual Name:</b> _____				
<b>License #</b> _____ <b>Type of Firm:</b> Corporation _____ LLC _____ Partnership _____ Sole Proprietor _____				
<b>Original Issuance Date:</b> _____ <b>Expiration Date:</b> _____ <b>Current Status</b> (Current/Inactive/Expired) _____				
<b>If Sole Proprietor/Partnership, State of Primary Residence:</b> _____ <b>If Corp./LLC, State of Original Incorporation</b> _____				
<b>Disciplinary Action?</b> Yes _____ No _____ <b>If Yes, Please Explain:</b> _____				
<b>Classification(s) Held:</b>				
<b>Legal Name of EACH Person Passing Business and Law Exam</b> <i>in your state for this company</i>			<b>Date Passed</b>	<b>Score</b>
<b>Legal Name of EACH Person Passing Trade Exam</b> <i>in your state for this company</i>	<b>Trade Exams Passed</b>			
	<b>Classification</b>	<b>Date Passed</b>	<b>Exam Type</b> (e.g. NAI, PSI, In-House)	<b>Score</b>

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

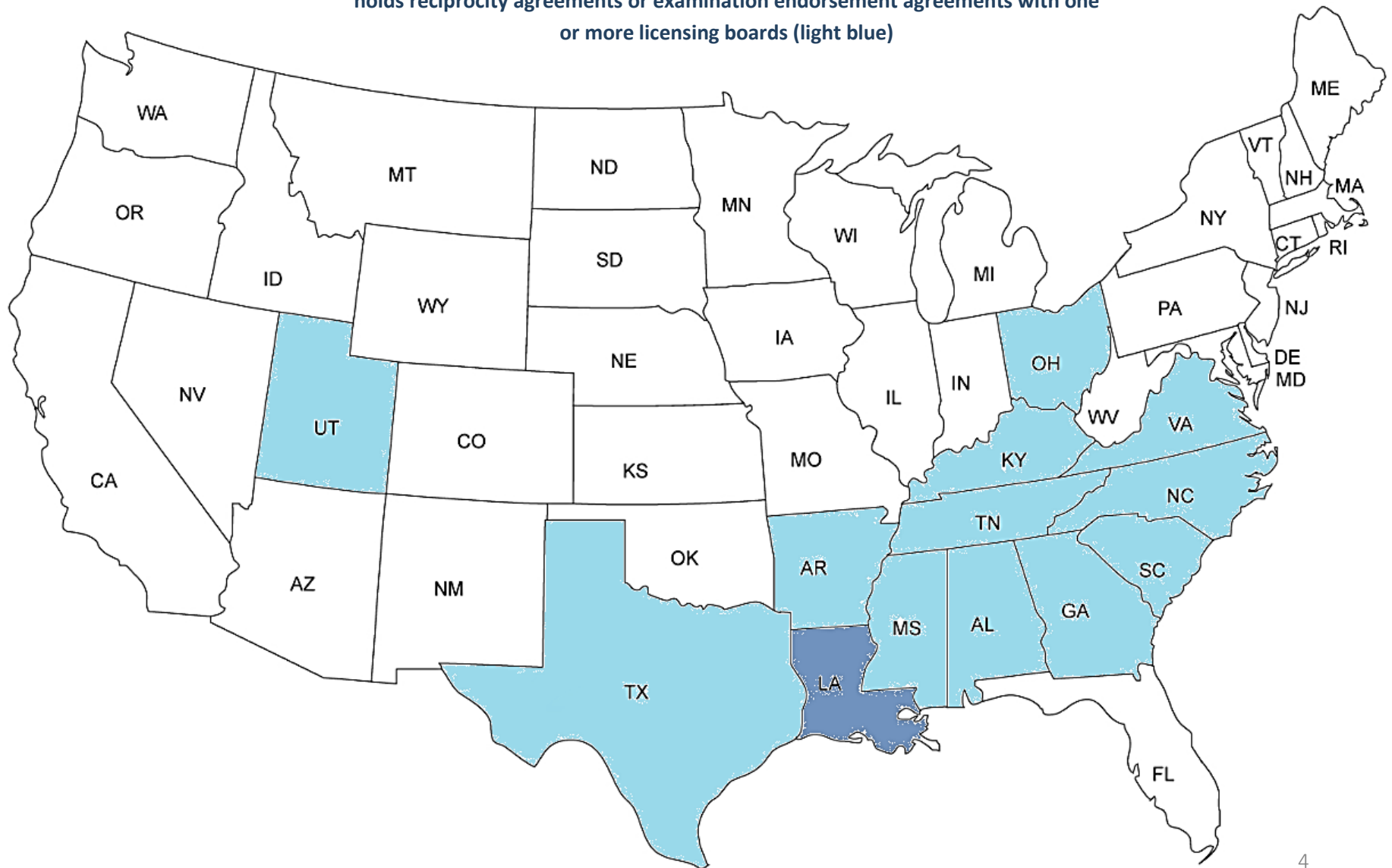
<b>For Internal Use Only</b> <b>Approval (Initials):</b> 60 days _____ Bus./Law _____	
<b>Trade Exam(s):</b> _____	<b>Initials</b> _____
<b>Date:</b> _____	<b>Exemption Disapproved (Initials)</b> _____



States with which the

**LOUISIANA STATE LICENSING BOARD FOR CONTRACTORS**

holds reciprocity agreements or examination endorsement agreements with one  
or more licensing boards (light blue)



## Reciprocity and Examination Endorsement Agreements with other States

The Louisiana State Licensing Board for Contractors has reciprocity agreements or examination endorsement agreements with the following state Boards. Contractors from reciprocal states can have their qualifying party receive credit for exams for equivalent classifications and can be exempted from the 60-day waiting period provided:

- ✓ They have not been sanctioned for violations by the Board of the reciprocal state for the past three years.
- ✓ They meet all other requirements for licensure by the Louisiana State Licensing Board for Contractors.

Board	Major Classification	Credit Given For		
		Specialties	Electrical	Mechanical
Alabama Licensing Board for General Contractors *	All	All	1	Yes
Alabama Board of Heating & Air Conditioning Contractors	1	HVAC	1	1
Alabama Electrical Contractors Board	1	1	Yes	1
Alabama Home Builders Licensure Board	Residential Contractor	1	1	1
Arkansas Contractors Licensing Board	All	All	1	1
Georgia State Licensing Board for Residential and General Contractors	Building Construction, Residential Construction	1	1	1
Georgia Construction Industry Licensing Board, Division of Conditioned Air Contractors	1	HVAC	1	1
Georgia Construction Industry Licensing Board, Division of Electrical Contractors	1	1	Yes	1
Georgia Construction Industry Licensing Board, Division of Utility Contractors	Municipal and Public Works Construction	1	1	1
Kentucky, Division of Housing, Buildings and Construction	1	1	Yes	No
Mississippi Board of Contractors	All	All	Yes	Yes
North Carolina Board of Examiners of Electrical Contractors	1	1	Yes	1
Ohio Construction Industry Licensing Board	1	Industrial Piping, HVAC, Refrigeration	Yes	Yes
South Carolina Contractor's Board	All	2	No	Yes
South Carolina Residential Builder's Commission	Residential Contractor	1	1	1
Tennessee Board for Licensing General Contractors	All	All	Yes	Yes
Texas Department of Licensing and Regulation	1	No	Yes	No
Utah Construction Trades Bureau Division of Occupational & Professional Licensing	All	All	No	Yes
Virginia Board of Contractors	Building Construction	1	Yes	Yes

**NOTE:** The Louisiana State Licensing Board for Contractors accepts examination scores from the **NASCLA** (National Association of State Contractors Licensing Agencies) **Accredited National Building Construction Examination**. Qualifying Party candidates with such scores do not need to meet the normal reciprocity requirements for credit for Building Construction. Candidates must register with their NASCLA examination provider to have the NASCLA transcript sent to the Louisiana State Licensing Board for Contractors.

1. The named Board does not hold classification(s) of this nature; therefore we cannot give credit for that type of work.
2. As of 3/22/2013, only the classifications of Concrete Bridges, Over and Under Passes; Earthwork, Drainage and Levees; Filter Plants & Water Purification; Industrial Pipe Work and Insulation; Permanent or Paved Highways and Streets (Concrete); Permanent or Paved Highways and Streets (Soil Cement); Permanent or Paved Highways and Streets (Asphalt Surface Treatment); Permanent or Paved Highways and Streets (Asphalt Hot and Cold Plant Mix); Pipe Work (Gas Lines); Pipe Work (Sewer); Pipe Work (Storm Drains); Pipe Work (Water Lines); Steel Bridges, Over and Under Passes; Transmission Pipeline Construction; Wood Bridges, Over and Under Passes.